



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 ENGINEER LOOP STE 316
FORT LEONARD WOOD, MO 65473-8929

ATZT-EOP

16 MAY 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #5-01, Prevention of Sexual Harassment

1. REFERENCES.

- a. AR 600-20, 15 Jul 99, Army Command Policy
- b. AR 690-600, 18 Sep 89, Equal Employment Opportunity Discrimination Complaints, and Interim Change to AR 690-600, 26 Oct 95.

2. PURPOSE. To establish policies and procedures for the prevention of sexual harassment.

3. GENERAL. Prevention of sexual harassment is the responsibility of every commander, director, manager, and supervisor. Everyone must be able to recognize sexual harassment, examine suspected violations, and take swift, fair, and effective action. There must be an atmosphere that is conducive to the presentation of complaints to the chain of command.

3. POLICY/PROCEDURES.

a. Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career; or

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile or offensive working environment.

b. It is each individual's responsibility to know what sexual harassment is, to never tolerate its occurrence, and to report any violations to the chain of command. I expect each Soldier, Sailor, Marine, Airman and civilian employee to help in the prevention of sexual harassment.

c. For military personnel, the FLW Equal Opportunity Programs (EOP) Office provides training classes concerning the Prevention of Sexual Harassment on a weekly basis. Classes are held on Tuesdays at Dillard Hall, building 470, room 2223, 0800-1000. Training is mandatory for all newly arriving personnel within 30 days after arrival.

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d. For civilian personnel, each employee is required to attend locally developed Prevention of Sexual Harassment (POSH) refresher training on an annual basis. In addition, new employees to Fort Leonard Wood will receive training on DA's standardized criterion-based POSH course if they have not previously received this training. The standardized and refresher training sessions will be conducted by a certified trainer. Each commander, director, manager and supervisor is responsible for ensuring that all employees within their organizations attend appropriate training. Training sessions should be coordinated with the EOP Office.

e. The procedures for filing sexual harassment complaints are:

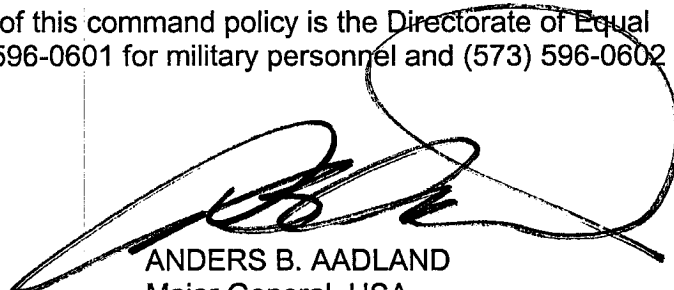
(1) Soldiers should follow the equal opportunity complaint procedures for unresolved complaints involving sexual harassment.

(2) Civilian employees should first raise the issue with their supervisor. If the problem is the supervisor, the employee should go to the next level supervisor. If the supervisor refuses to take the issue seriously, or fails to take action, a complaint of discrimination may be filed by following procedures outlined on FLW Poster 690-1, which is posted on employee bulletin boards, or by contacting the EEO Office.

f. I hereby direct every member of the chain of command to personally commit to insure an environment that is free of sexual harassment.

4. SUPERSESSION. This policy supersedes the previous command policy letter #5-00, subject as above, dated 8 May 2000.

5. PROPONENCY. The proponent of this command policy is the Directorate of Equal Opportunity Programs (EOP), (573) 596-0601 for military personnel and (573) 596-0602 for civilian employees.



ANDERS B. AADLAND
Major General, USA
Commanding

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